

Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050116-9
9 August 1949

MEMORANDUM FOR: Deputy Services Officer (O)
Deputy Services Officer (C)
Division Chiefs (O)

FROM: Services Officer

SUBJECT: Issuance of Instructions and Operating Procedures

1. The following directions received from the Executive are quoted for your information and strict compliance:

"In the future written instructions from individual offices of the Executive which have Agency-wide application will be issued over the signature of the Executive. Such issuances will be published as CIA Notices or Administrative Instructions, rather than A&M Operating Procedures, etc. Instructions to be issued by your office are restricted to your own internal operations."

2. Where it is deemed necessary to issue instructions having Agency-wide application, the Division Chief will forward a memorandum request to the Services Officer outlining the instructions and/or procedures to be issued. Any doubt as to the Agency-wide application of a memorandum to be issued over the signature of a Division Chief for other CIA offices will be forwarded to the Services Officer for final determination.

25X1A9A

624
Document No. _____
NO CHANGE in Class.
 DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo. # 400 77
Auth: DDA REG. 77/176
Date: 30/03/78 By: _____

25X1

P
Y

JUL 22 1949

MEMORANDUM FOR: The Services Officer
The Budget Officer
The Personnel Officer

SUBJECT: All Operating Procedures

1. In the future written instructions from individual offices of the Executive which have Agency-wide application will be issued over the signature of the Executive. Such issuances will be published as CIA Notices or Administrative Instructions, rather than All Operating Procedures, etc. Instructions to be issued by your office are restricted to your own internal operations.

2. Issuances now in effect published as All Operating Procedures, etc., having Agency-wide application, will be revised by the appropriate office of the Executive and submitted to the Executive for re-issuance.

(Signed)

[REDACTED]
CAPTAIN, USN
Executive

25X1A9A

Document No. 023
NO CHANGE in Class.
 DECLASSIFIED
Class. CHAN 10 TO: F G S C
Auth: DRA 1000 77
Date: 30/03/78 By: [REDACTED]

25X1

25X1

Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050116-9

Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050116-9